

Job Description

Job Title: Expenditure Officer

Reports To: Finance Business Partner

Direct Reports: None

Job Purpose: To deliver an effective purchase ledger function ensuring timely processing of invoices and payments to suppliers in line with terms and conditions;

To work as part of a team responsible for the delivery of a high quality service to all customers within the specified area.

Key Responsibilities

Data Reporting

- To ensure the integrity of data within the purchase ledger function including ensuring all related policies and procedures are adhered to;
- Coordination of systems to maintain the integrity of data by removing no longer used suppliers and clearing down superseded processing;
- To develop good working relationships with suppliers to resolve queries in a timely and efficient manner;
- To develop and maintain effective working relationships with customers to ensure processes are followed in a timely manner, as part of delivering a customer focussed service;
- To liaise with and deal with queries and complaints in a timely and efficient manner from both suppliers and internal customers handling sensitive and difficult situations with tact and diplomacy to obtain resolution;
- To work on projects within a changing environment i.e. investigate the root cause of problems highlighted by complaints and work with others to address and revise process and system issues to prevent re-occurrence;
- To register invoices and match to appropriate purchase orders, including dealing with all Monarch transactions and all void property utility bills;
- To be responsible for the weekly processing of Bacs and cheque runs;

- To maintain the registered invoice list, ensuring all invoices matched to relevant purchase orders in a timely manner, in line with our no PO no pay policy;
- To carry out supplier statement reconciliations, resolve problems identified ensuring all suppliers have their account reconciled at least once per financial year;
- To work with others collaboratively to ensure process and system issues are resolved;
- To be responsible for direct debit transaction postings ensuring invoices are matched and no credit balances are arising;
- To be responsible for the progress chasing of user submissions in a tactful and diplomatic manner and reconciliation of company credit cards;
- To be responsible for all petty cash transactions; ensuring compliance with the financial regulations;
- To provide information for the production of the monthly management accounts including journals for review by the relevant Business Partner;
- To ensure all processes are completed to agreed deadlines in order to facilitate the production of performance data and exception reports ensuring that issues identified are addressed;
- To actively pursue own development and take advantage of learning and development opportunities;
- To provide cover and support to the income function as required, this will include, but is not restricted to, raising invoices, chasing sales ledger customers, posting income and reconciling banks;
- To assist in the distribution of finance mail within the team;
- To assist in the year-end audit process;
- To carry out any other duties commensurate with the post as necessary e.g. training people in the operation of the system.

Decision Making

- Carries out duties and makes decisions in line with Wythenshawe Community Housing Group (WCHG) policies and procedures;
- Recommends any suggestions/improvements to influence wider decision making via appropriate channels;

- Identify and highlight to relevant managers costs which require further investigation to ensure value for money is achieved;
- Plans and organises own work load to meet deadlines in line with the departmental service plans; and
- Resolves day to day issues, or identifies matters that require escalating

General

- Deliver all services in accordance with WCHG's policies and procedures ensuring value for money in all activities;
- Strive to continuously improve the service to both suppliers and internal customers through effective delivery and identification and implementation of improved systems and working practices;
- Working with system providers to resolve system issues and complete user testing of new modules and upgrades to software used;
- To demonstrate equality and diversity as an integral aspect of working for WCHG by respecting colleagues at all times;
- To undertake training and attend meetings as required and as directed by the line manager;
- Ensure compliance with relevant legislation at all times;
- To assist senior management in the preparation of reports and providing performance information in a timely manner;
- To carry out any other duties which are consistent or commensurate with the role and/or as directed by senior management within WCHG

No job description can be entirely comprehensive and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.